

## KDEM Preparedness Branch Bulletin 20-10

November 18, 2020

### Emergency Management Institute Virtual Tabletop Exercise Program Fiscal Year 2021

**Purpose:** Provide the Fiscal Year (FY) 2021 planned broadcast dates for Virtual Tabletop Exercises (VTTX) in support of FEMA's 2019 - 2020 Principals' Strategic Priorities.

**General:** EMI conducts a series of VTTX using a video teleconference (VTC) platform to reach community-based training audiences around the country and provide a virtual forum for disaster training. The VTTX process involves key personnel from the emergency management community of practice reviewing a pre-packaged set of exercise materials, then convening for a four-hour tabletop exercise discussion of a simulated disaster scenario with a total of 10-15 individual sites.

The event allows the connected sites to assess current plans, policies, and procedures while learning from the other connected sites, as they provide their perspective and practice while exercising a similar situation. A VTC system is required for participation; there is no cost for this program.

**Exercise Goals:** The two-year NEP cycle is guided by Principals' Strategic Priorities, established by the Principals Committee of the National Security Council and informed by preparedness data from jurisdictions across the nation. These priorities are driven by data through the National Preparedness System, including the National Preparedness Report (NPR), Stakeholder Preparedness Reviews (SPRs), Threat and Hazard Identification and Risk Assessments (THIRAs), After-Action Reports (AARs), and other preparedness data.

The Principals' Strategic Priorities for 2019 – 2020 are:

1. Operational Coordination and Communications
2. Cybersecurity
3. Stabilization and Restoration of Critical Lifelines
4. National Security Emergencies
5. Public Health Emergencies
6. Community Recovery and Economic Resilience
7. Mass Care and Housing
8. Continuity
9. School Safety and Security

Course Date	Scenario	Principals Objective	Course	Title
Nov 17-19, 2020	Family Unification	Mass Care and Housing	V0001	VTTX
Dec 8-10, 2020	Winter Storm-Long Term Power Outage	Operational Coordination and Communications	V0001	VTTX
Jan 5-7, 2021	Active Threat - Office	Operational Coordination and Communications	V0001	VTTX
Jan 19-21, 2021	Sports	Mass Care and Housing	V0001	VTTX

Feb 9-10, 2021	Earthquake	Operational Coordination and Communications	V0001	VTTX
Feb 11, 2021	Sports	Mass Care and Housing	V0001	VTTX
Feb 23-25, 2021	Cyber	Cybersecurity	V0001	VTTX
Mar 9-10, 2021	Passenger Train Derailment	Operational Coordination and Communications	V0001	VTTX
Mar 11, 2021	Sports	Mass Care and Housing	V0001	VTTX
Mar 23-25, 2021	Flood	Operational Coordination and Communications	V0001	VTTX
Apr 6-8, 2021	Hurricane	Operational Coordination and Communications	V0001	VTTX
Apr 20-22, 2021	Cyber	Cybersecurity	V0001	VTTX
May 4-6, 2021	Ag	Continuity	V0001	VTTX
May 18-20, 2021	Dam Failure	Operational Coordination and Communications	V0001	VTTX
Jun 15-17, 2021	Cyber	Cybersecurity	V0001	VTTX
Jul 13-15, 2021	Active Threat - Vehicle	Operational Coordination and Communications	V0001	VTTX
Aug 10-12, 2021	Active Threat - School	School Safety and Security	V0001	VTTX
Aug 24-26, 2021	Bakken Oil	Operational Coordination and Communications	V0001	VTTX
Sep 14-16, 2021	Chlorine	Operational Coordination and Communications	V0001	VTTX

### Target Audience:

The VTTX program is designed for a “community-based” group (not individual participation) of at least five or more personnel from local or State emergency management organizations with representation from all emergency management disciplines - public safety, public works, public health, health care, government, administrative, communications, military, private sector, non-governmental, and critical stress professionals.

### Exercise Design:

This VTTX is designed to engage the participants in a no fault, hazard-specific exercise discussion. Facilitation will occur via VTC from the EMI campus and will be complimented by a dedicated local agency facilitator at each VTC site.

The VTTX will be supported by an Exercise and Coordination Facilitation Guide, which will include all required logistical information (room layout, connection instructions, etc.), as well as facilitation and hot wash instructions.

The VTTX will consist of:

- Three discussion modules.
- Local discussion with guided questions led by an onsite facilitator.
- Back briefs from each participating location after each module.

### To Apply:

Locations interested in participating in the VTTX series should submit an email request to participate in the exercise to the Integrated Emergency Management Branch, [fema-emi-iemb@fema.dhs.gov](mailto:fema-emi-iemb@fema.dhs.gov) or call 301-447-1381 and Doug Kahn, [douglas.kahn@fema.dhs.gov](mailto:douglas.kahn@fema.dhs.gov), phone (301) 447-7645, with preferred date of participation. Your email is your program application. When applying, please provide a central point of contact

from your organization to work all VTTX issues. Each location will receive a notice from EMI and will be provided with relevant logistical information and exercise materials to set up and facilitate the exercise locally.

The FEMA Form 119-25-2 is not required to be submitted until the VTTX is completed.

**Participation Requirements:**

The VTTX will be limited to approximately 10-15 locations per broadcast. Participating locations will be responsible for local exercise logistics, and should designate an exercise coordinator to implement the logistical requirements for the exercise. In addition, the location must provide a person capable of facilitating the onsite portion of the exercise. Electronic copies of the related exercise materials (Exercise and Coordination Facilitation Guide, Situation Manual, agenda, etc.) will be provided in advance by EMI.

**How do I obtain my FEMA SID number?**

1. To register, go to Student Identification System. This link is accessed at the following address:  
<https://cdp.dhs.gov/femasid>
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

**VTTX Program Information:**

For a complete listing of all the FY21 VTTX dates and scenarios, please check our homepage at Emergency Management Institute (EMI) Virtual Tabletop Exercise (VTTX). This link is accessed at the following address:  
<http://www.training.fema.gov/programs/emivttx.aspx>

**EMI Point of Contact:**

For additional information, contact the Integrated Emergency Management Branch, fema-emi-iemb@fema.dhs.gov or call 301-447-1381 or the broadcast coordinator, Doug Kahn at (301) 447-7645 or by email at [douglas.kahn@fema.dhs.gov](mailto:douglas.kahn@fema.dhs.gov).